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# 45<sup>th</sup> SW Safety Vortex



## Welcome to the Vortex

By: SSgt Abe Dunivin

Welcome to the 9<sup>th</sup> issue of the 45<sup>th</sup> Space Wing Vortex newsletter, a publication written by safety professionals. We intend to bring you a mix of safety information and news that you can use. If you would like to submit a safety article or have a suggestion please contact the Safety Office at 494-2202 or email me at [leonard.dunivin@pafb.af.mil](mailto:leonard.dunivin@pafb.af.mil).

## Hail & Farewells

We would like to welcome two new individuals to our team. Maj Alan Stepanek the new Chief of Ground Safety and MSgt Select John Thomas.

Sadly we have to say good-bye to Lt Col Samuel Rogers. He is retiring after 26 years of dedicated service. His dedication and hard work will be missed by all of us. Please keep him and his family in our prayers.

## Job Safety Training Outlines

During the latest annual safety inspections, it has been noted that Job Safety Training Outlines are not getting updated or have not been accomplished. This is particularly true in administrative areas.

Supervisors are responsible to brief the 25 items in AFI 91-301 Space

Command Supplement Attachment 5. The following information was taken straight out of AFI 91-301 and is very clear what information the supervisor must provide to the employee prior to starting work or when a new procedure or new hazard is introduced to the work area. The Safety Office has created a JSTO for use in your work areas. Since it is in electronic version all the supervisor has to do is take the time to fill in the blanks to fit his/her work area

**AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program**

### 7.3. Safety, Fire Protection, and Health On-The-Job Training.

Supervisors must provide specialized safety, fire protection, and health on-the-job training to all Air Force personnel. Supervisors provide training to newly assigned individuals and if there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. Safety, fire protection, and health (BE, PH, flight surgeon and (or) occupational medicine physician) officials will provide technical assistance to supervisors in developing an appropriate lesson plan for this training. Supervisors will review lesson plans annually and update whenever equipment, procedures, or the work environment change. Supervisors should review the BE baseline and the most recent annual survey report to ensure the outline is current. The training outline, as a minimum, must address mandatory items listed in attachment 5.

#### 7.3.1. Designated Employee Representatives.

The civilian



personnel flight will schedule and monitor safety, fire protection, and health training for employee representatives. Upon request, coordinate training for designated representatives of civilian employees to assist in maintaining safe and healthful workplaces. The extent of such training will depend on local needs.

**7.3.2. Documentation of Training.** AF Form 55 will be used to document safety, fire protection, and health training unless other specific documentation is specified elsewhere. Supervisors must maintain a training outline as specified in Attachment 5 and document dates of initial and, as required, refresher training on AF Form 55, authorized versions, or an equivalent computer generated product that is a true, reproducible and historically accurate facsimile. Attachment 6 provides instructions for completing AF Form 55. All personnel must have job safety training; however, commanders, functional managers, supervisors, and staff members whose work environment is primarily a low risk, administrative areas do not require documentation. Document job safety training for all other personnel. **NOTE:** Supervisor's, Instructor's, and employee's signatures may be required by OSHA and should be included on the AF Form 55. Computer signature verifications on the AF Form 55 is at the discretion of the command.

#### **7.4. Maintenance and Disposition of AF Form 55s.**

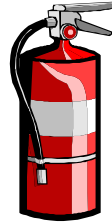
7.4.1. The supervisor will maintain the AF Form 55 in the workplace and will update training when necessary. For enlisted personnel, this form may be filed with the AF Form 623, On-the-Job Training Record; for civilian personnel, file the form with the AF Form 971; and for all others, file the AF Form 55 where designated by the supervisor.

7.4.2. The AF Form 55 should be provided to individuals to hand carry to the next assignment when they transfer. Destroy the AF Form 55 one-year after personnel are separated or retired.  
**Attachment 5 AFI 91-301**

### **JOB SAFETY TRAINING OUTLINE**

The following items, as a minimum, must be covered during Job Safety Training:

1. Hazards of the job tasks and safety procedures to be followed.
2. Hazards of the work areas to include physical and chemical.
3. OSH standards and guidance that apply to job and work place.
4. Personal protective equipment needed and how, when and where to use it.
5. Location and use of emergency and fire protection equipment.
6. Emergency procedures that apply to job and work place, including evacuation procedures, fire reporting procedures, and location of fire alarms and extinguishers.
7. Reporting unsafe equipment, conditions or procedures to supervisor immediately.
8. Location, submission procedures, and purpose of the AF Form 457. (AFI 91-202)
9. Mishap reporting procedures.
10. Emergency telephone numbers.
11. Location and required review of appropriate safety bulletin boards, AFVA 91-307.
12. Location of medical facilities and procedures for obtaining treatment.
13. Requirements for documentation and notification of occupational injury or illness.
14. Purpose and function of the AF Form 1118, Notice of Hazard
15. Individual responsibilities for ensuring own safety.
16. A5.1.16. Required use of safety belts.



17. Personal rights and responsibilities under OSH guidance. (AFI 91-301, Para. 2.15)
18. Air Force Hazard Communication Program Requirements.
19. Any occupational medical examination required.
20. Confined space requirements.
21. Manual lifting guidance. (AFOSH Standard 91-46)
22. Jewelry safety. (AFOSH Standard 91-66, Chapter 2)
23. Principles of risk management.
24. Potential hazards associated with the surrounding local area if operational activities require travel off base.
25. (Added-AFSPC) The fetal protection program. Include the supervisor's responsibility to refer pregnant workers to the Public Health Officer, who will, in turn, consult with the local BEE.

### **Personal WaterCraft Safety**

Jet skis are maneuverable, faster than a speeding boat in many cases, able to provide fun and good times, and they are one of the hottest-selling watercraft to hit in a long time. These compact, high-speed Personal WaterCrafts (PWC) have been described by some as snowmobiles for the water, much less expensive than boats, which is one of the reasons for their popularity. They can be dangerous if operators don't follow a few common sense rules of the water, but they can also be safe if operated correctly and respected.

#### **Florida Safety Regulations:**

1. Persons less than 14 years of age shall not operate a Personal Watercraft.
2. Each person on a Personal Watercraft (PWC) or being towed

by one must wear a Coast Guard approved PFD.

3. The operator must wear a lanyard type cut off switch provided by the manufacturer, which will shut off the PWC, should the operator fall off.
4. The operator of a Personal Watercraft should operate in a reasonable and prudent manner. This includes being aware of other boats in the operating area, awareness of environmental concerns and respecting the rights of shoreline property owners.
5. The PWC operator should not follow other boats closely and should not jump the wake of other boats.



## Selecting a Helmet

by James R. Davis

<http://home.earthlink.net/~jamesdavis/TIPS.html>

There are lots of reasons to use a full-face helmet, but you won't unless the one you choose fits properly. Believe me when I tell you that no two brands of helmets will fit quite the same, despite being marked with the same sizes. (It is maybe more important to note that no two heads are shaped the same despite being able to wear similarly sized helmets.) That should tell you that expecting to wear a helmet gifted to you or that happened to come with a bike you buy is a long shot, at best. Oh, you may find it 'wearable' for a few hundred miles, but if you take a serious trip on your bike and that helmet was not selected for proper fit, you can plan on not being comfortable for long or a

desire to end that trip long before you had planned to.

### There are three issues involved in proper fit:

1. **Snugness** - Your helmet must not be able to twist or 'lift' because of the wind.
2. **Forehead** - Your helmet must not leave a red mark/indentation on your forehead.
3. **Ear holes** - Your helmet must not be able to fold or even press constantly on your ears.

Proper snugness of a NEW helmet is found when the liner presses firmly (but not tight or uncomfortably) against your cheeks. There should be no gap between cheeks and liner on a new helmet. After a few weeks the liner will form fit (because of compression) to the point that you will not notice any tightness against your cheeks, though the liner will remain in gentle contact with both.

Once the snugness issue is dealt with you can deal with forehead fit. Invariably you will notice an area of redness on a part of your forehead after wearing a new full-face helmet for several minutes. You can cure that with the use of a large spoon. Use the backside of that spoon and compress the Styrofoam in the part of the helmet causing the marks. You will not have to remove the helmet liner to do this.



After you assure that the cheeks and forehead are fit properly you need to assure that your ears are not contacted in any way while wearing the helmet. Whether you have had earphones installed or not it is imperative that your ears are free from contact. To cure any problems you will have to pull away the liner and use a knife and cut away part of the Styrofoam around the ear wells within the helmet. A little too much is

far preferable than not enough! (After an hour of wearing a helmet that binds your ears in any way you will be in simply awful pain - Honest! Trust me!) Now that your helmet is properly fitted consider buying and using a skull cap with it.

### **Two reasons:**

1. You can wash the skull cap but you cannot wash the helmet liner.
2. You can soak the skull cap in water before putting it on and it will keep you nice and cool on very hot days.

## Motorcycle Safety

Each year several AF members tragically lose their lives in motorcycle accidents. Sadly enough most of these accidents were preventable. Some of the most common causes of motorcycle accidents and fatalities are inexperience, not being seen by other drivers, speeding, and not wearing the proper protective equipment like a helmet. The requirements listed below are just the minimum to help keep you safe while riding a motorcycle or moped. Keep in mind that experience is your most valuable tool to keeping you safe. To get experience, consider taking a Motorcycle Safety Foundation (MSF) course (offered free by the 45 SW Safety Office) prior to purchasing a motorcycle. Once you complete the course be sure you practice, practice, practice before you hit the busy streets. If you need any more information about the MSF course call the Ground Safety Office at 494-2202.



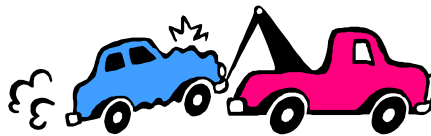
### **The following requirements are taken out of AFI 91-207 The US Air Force Traffic Safety Program.**

For motorcycle, motor scooter, and moped operations on Air Force installations and for operation by



military personnel off Air Force installations include the following:

1. Only operators may ride mopeds--no passengers.
2. Headlights must be on unless prohibited by the Status of Forces Agreement or local laws.
3. Vehicle must have rear-view mirrors.
4. Operator and any passenger must wear a protective helmet. *NOTE: Helmets must meet, as a minimum, Department of Transportation (DoT) standards and be properly worn and fastened. Helmets may also meet other standards such as the Snell Memorial Foundation or the American National Standards Institute.* If stationed overseas, personnel may use host-nation certified, equivalent helmets.
5. To increase visibility of riders, they are encouraged to affix reflective material to their helmets.
6. Operator and any passenger must wear impact resistant goggles or a full-face shield on their helmet. **EXCEPTION:** Goggles or a full-face shield are not required for the operator if the motor-cycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly upright-seated operator.
7. Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered.
8. Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers.
9. Sturdy footwear. Leather boots or over-the ankle shoes are strongly encouraged.
10. Possess a Motorcycle Safety Foundation training card.



## Safe Driving Tips

Did you know each year some 70 percent of the Air Force Fatalities involve privately owned motor vehicles? Whatever kind of car you drive, some basic safety strategies can help keep you out of harm's way when you're on the road. The following are some safety tips.

- **Always wear a seat belt.** Each year 15,000 lives could be saved if everyone wore seat belts. At 30 MPH, an unrestrained passenger weighing 150 pounds exerts the force of more than two tons as it crashes against another object. This is enough to kill! Wearing a seatbelt increases your chances of survival by over 50 percent.
- **Protecting your children.** Traffic accidents are the number one killer of young children in this country. Car seats are extremely effective. When correctly installed and used, they reduce the risk of death by 71 percent for infants (under age 1) and by 54 percent for toddlers (ages 1 to 4). Children ages 5 and under and/or weighing less than 40 pounds are required by the state of Florida to be protected by a U. S. Government approved car seat.
- **Never place a child in the front seat of a car, even in a car seat.** If the car is equipped with a passenger air bag, the force of the air bag, upon impact, could kill or seriously injure a child 12 and under. Beginning in 1998, all new cars will be equipped with driver and front-passenger air bags. The back seat is the safest place to ride for a child.
- **Drinking and Driving a Deadly Combination.** Every 22 minutes, someone will die in an alcohol-related traffic accident. Although

you probably think that it could never happen to you, experts say everyone has a 40-percent chance of being in a crash involving alcohol use sometime in their life. If you drink, be responsible. When with a group, choose a designated driver. Having one person agree to drink only non-alcoholic beverages and provide transportation for other members of the group can save lives.

- **The Encounter with the Drunken Driver.** When you drive, you want to protect yourself and others you love. So, Be alert and watch out for impaired drivers. According to the National Highway Traffic Safety Administration, drivers under the influence of alcohol often display certain characteristics when on the road. Please keep them in mind to avoid a dangerous situation.

1. Making wide turns.
2. Weaving, swerving, drifting or straddling the center line.
3. Almost striking an object or vehicle.
4. Driving on the wrong side of the road.
5. Driving at a very slow speed.
6. Stopping without cause.
7. Braking erratically.
8. Slow response to traffic signals.
9. Turning abruptly or illegally.
10. Driving with headlights off.

If you are in front of the drunken driver turn right at the nearest intersection and let him or her pass. If the driver is in front of you, stay a safe distance behind. And if the driver is coming at you, slow down, move to the right and stop.

- **Find a good driving position.** Position the seat so you can just hang your wrist over the top of the steering wheel when you extend your arm. Adjust the head restraint so it's directly behind but no touching your head. Hold the wheel symmetrically, at about 3 and 9 o'clock, so you can steer left or right quickly and precisely. If you

drape your arm over the top of the wheel, the air bag can break your arm or push it into your face if it deploys.

- **Go with the flow.** Keep up with traffic if conditions permit. A wide disparity in speeds is dangerous.
- **Be a loner.** Avoid clumps of cars on the highway so you're not involved in someone else's accident.
- **Keep track of traffic.** Look far down the road and keep your eyes moving to spot any problems before you reach them. Check your mirrors frequently.
- **Think ahead.** Keep thinking of possible traffic emergencies, and plan escape routes.
- **Don't be a left-lane hog.** The left lane is a passing lane, not a "fast" lane. Keep right except to pass. Don't try to block speeders; leave the policing to the police.
- **Signal!** Signal lane changes as well as turns.
- **Wait to turn left.** When you're stopped in traffic, waiting to turn left, keep the wheels aimed straight ahead until the way is clear. If you wait with the wheels cut to the left, someone could hit you from behind and push you into incoming traffic.
- **Help 'em merge.** If you're in the right lane of a multilane highway, you can help entering traffic merge safely and smoothly by temporarily moving over a lane if traffic permits.
- **Brake at the right time.** Slow down to a safe speed before you enter a turn. Hard braking in mid-corner can upset the car's balance.
- **Try the ABS.** If your car has an antilock brake system, the pedal's vibration and rumbling noise could startle you the first time. Don't wait

for an emergency; on a rainy day, find a deserted, slippery road or empty parking lot and hit the brakes hard enough to actuate the ABS, so you'll know what it feels like.

- **Don't phone while you drive.** A recent study found that using a car phone while driving quadruples the risk of having an accident. The risk was the same for "hands-off" phones as it was for phones people hold to their ear.
- **Protect your night vision.** Don't stare at approaching headlights. If you're being blinded, focus on the right shoulder of the road.
- **Catch some Z's.** Don't drive when you're sleepy. If your eyes tend to stay focused on one spot, that's a danger sign. Pull over as soon as you find a safe place and nap for a few minutes.
- **Driving in bad weather.** Bad weather affects your ability to control your vehicle. Stopping on wet pavement takes approximately twice the distance as stopping on dry pavement. On ice or sleet, it takes you five times the distance to stop. Leave extra space between you and the vehicle in front of you in any kind of weather. About six times more people are killed on wet roads than on snowy and icy roads combined, and when it starts to rain, the roads are the most slippery. When the road is wet, your vehicle "hydroplanes" - the front tires literally lift so that the vehicle is riding on a film of water rather than the actual pavement. Hydroplaning begins at speeds as low as 35 miles per hour if the tires are worn. Do the following when driving on wet roads:
  1. Keep your mirrors and windshield cleared of water.
  2. Avoid sudden braking and sudden moves of the steering wheel.
  3. If you are about to go through a large standing pool of water, slow down and turn on your wipers

before you hit the water. As you leave the water, tap the brake lightly a few times to dry them out. If the car pulls to one side, pump the brake slowly and smoothly to dry the brake out.

4. If you begin to hydroplane, hold the wheel steady, take your foot from the accelerator and gently pump the brake. If you turn the wheel from side to side to try and get down through the water, or if you jam on the brake, you probably will skid.



- **Don't stop on railroad tracks.** Accidents involving trains and vehicles account for more than 1,500 drivers being killed annually. Most drivers pay limited attention to this potentially dangerous aspect of traffic safety. A major misconception many motorists have concerns the stopping distances of trains. Trains simply don't stop as quickly as vehicles. An eight-car passenger train traveling at 60-mph needs about 3,500 feet to stop. A 150-car freight train traveling at 30 mph takes about 3,150 feet before coming to a halt. These stopping distances may seem exaggerated, but they are not. There have been documented accounts where a train has dragged a vehicle nearly half a mile. Causes of train-vehicle accidents are many, but rarely are they caused by negligence on part of the railroad company. The following are some safety tips for crossing railroad tracks.
  1. Never stop on railroad tracks.
  2. Always slow down and look both ways before crossing unprotected railroad crossings.
  3. Never try to outrun a train and never drive around crossing gates. Always obey traffic signals.
  4. After a train has passed look both ways before crossing. You never know if there could be another train

coming from the other direction on a second set of tracks.

- **Prepare your vehicle for the joys of summer!** As you are driving your car, you start to imagine the playful scenes of beach volleyball, picnics, and walks in the park. But wait. Back up a minute. Did you know that motor vehicle accidents peak during the 101 critical days of summer? Yet, almost all of them are preventable. Do you know how to prepare your car for an emergency? If you have no idea, then take a minute to note some of these helpful tips:



1. If you haven't lately, have your vehicle inspected for safety. Lots of service stations have summer specials on now.
2. Repair or replace your old car parts so that your car is in peak condition.
3. If you don't have a spare tire in your trunk, get one. You don't want to spend your vacation time fixing a flat tire.
4. Always make sure your car is equipped with a first aid kit and a manual, a blanket, a flashlight and extra batteries, a small tool kit, a fire extinguisher, a tow chain, booster cables and flares. In an event you are stranded on an old country road, these items will be very useful.
5. Also, don't forget sunglasses, an up-to-date road map, bottled water, a note pad and pen, a battery-powered radio, a shovel, a warm jacket, some candles, a candle holder, matches, a manual can opener and some canned foods.
6. Always try to keep your gas tank at least half full.

7. If you can afford a cellular phone, equip your car with one. In times of real necessity, these phones become invaluable.
8. While at the service station, check the tire pressure and oil. Keep the inside and outside of your windshield clean and your dashboard free from clutter. Objects such as CDs and cassettes act as dangerous projectiles in an accident. Make sure you keep your headlights and tail-lights clean. Make these actions routine at every fill-up. And, be sure to replace your car battery at least every two or three years.

## Preventing Slips and Falls

Slips, trips, and falls represent a major cause of accidental death and injury in both the home and work environment. In fact, falls are the second leading cause of accidental death in the United States.



Slips represent the loss of balance caused by too little friction between a human's feet and the walking surface. A trip represents the loss of balance caused by the interruption of the forward or backward movement of one or both feet due to the striking of some object in the walking path. Both slips and trips often end in falls. Falls result when body movement shifts the body too far off the center of balance. Thus injury is incurred when the body strikes an object that is fallen on. Thus the axiom, "It's not the fall that kills you, it's the sudden landing."

A 1-2-3-4 approach to fall prevention can keep you safe on the job:

1. **Spot Hazards In Advance:** They're easy to see if you pay attention. Keep aisles, walkways, and stairs clear. Clear away clutter.
2. **Steer Around Hazards.** Slow down, stay steady and look carefully where you put your feet.
3. **Alert Others:** Alert others to the hazard if possible. Repair the hazard if you can. If not, report the location so the hazard can be marked and repaired.
4. **Choose Appropriate Footwear:** One of your best allies in staying on course is a good pair of safety shoes. Safety shoes are reinforced to protect your feet from falling objects. Look for firm support for your feet and ankle plus slip-resistant soles.

### In addition:

- **Clean up spills fast. If you have caused the spill, wipe it up quickly before anyone can be injured. If you spot a spill, alert your co-workers and get the spill cleaned up.**
- Hurried steps, overloaded arms and dangerous shortcuts cause mishaps. Stay away from shortcuts – take the time to be safe.
- Use handrails when ascending and descending stairs. The hand rail is intended to hold the person in place.

Each year approximately 12,000 lives are lost due to falls, which is about 1/7 of all accidental deaths. So, take the extra time to be safe and prevent slips, trips, and falls.